



Job Description for All Employees of River Bend Nature Center

Knowledge / Skills / Abilities

- Ability to:
 - Develop and maintain
 - positive relationships with the public and other organizations and entities,
 - strong working relationships with staff, volunteers, and the community,
 - Communicate effectively, orally and in writing,
 - Identify, analyze and solve problems,
 - Plan for safety and follow risk management principles,
 - Achieve work objectives through delegation and good time management
 - Read, write and communicate in English, and
 - Show energy and passion for the River Bend Nature Center mission.

Essential Duties

- Promote and represent River Bend Nature Center in a professional, responsible manner.
- Handle visitor and public input courteously and responsively with respect for differing opinions and maintain positive relationships across sectors.
- Exhibit professionalism and commitment to the River Bend Nature Center mission, guiding principles and policies.
- Positive, optimistic attitude and willingness to be flexible and work flexible hours including some evenings and weekends.
- Work as a team to integrate organizational operation objectives and actions.
- Work within a budget with fiscally responsible use of resources and purchase of / maintenance of equipment and supplies.
- Maintain accurate records and data collection to facilitate evaluation and ongoing quality improvement.
- Recommend and implement improvements to systems and contribute updates and revisions to operational procedure manual.
- Keep public and work spaces neat and orderly.
- Carry out other duties as directed.

I have read this job description which applies to all employees at River Bend Nature Center and fully understand the requirements set forth therein. I agree to abide by the requirements set forth and will perform all duties and responsibilities listed here as well as in my specific job description to the best of my ability.

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date